



City of Manitou Springs, Colorado

APPLICATION FOR BUSINESS LICENSE

Mail to:

**City of Manitou Springs
606 Manitou Avenue
Manitou Springs, CO 80829**

Phone: (719) 685-5481

Fax: (719) 685-2577

PLEASE RETAIN A COPY FOR YOUR RECORDS

BUSINESS ACTIVITIES

Specifically describe your business activities (i.e. if retail, what products you are selling, if hotel/motel, number of rooms, if restaurant/bar, number of seats provided) and a percentage for each activity (i.e. 60% retail – artwork; 20% service – painting; 20% professional – computer consulting)

_____ % activity _____

_____ % activity _____

_____ % activity _____

1. BUSINESS INFORMATION

| | |
|--|--|
| BUSINESS NAME | |
| PHYSICAL ADDRESS OF BUSINESS | BUSINESS PHONE NUMBER |
| BUSINESS FAX NUMBER | BUSINESS EMAIL ADDRESS |
| WEB SITE | DATE BUSINESS OPENED |
| FORM OF BUSINESS (sole proprietor, partnership, LLC, etc.) | COLORADO SALES TAX NUMBER, IF APPLICABLE (attach a copy of license/application) |
| DATE LAST SALES TAX RETURN WAS FILED, IF APPLICABLE | DATE LAST LODGING AND CAMPING TAX OR AMUSEMENT TAX RETURN WAS FILED, IF APPLICABLE |
| IF THIS IS A RENEWAL APPLICATION, AND THERE ARE NO CHANGES TO REPORT, PLEASE INITIAL AND PROCEED TO SECTION 8. BE SURE TO INCLUDE ANY REQUIRED DOCUMENTS FOR RENEWAL (AS NOTED IN SECTION 3) AND A COMPLETED USE TAX RETURN (must complete even if return amount is "0"). _____ | IF THIS IS A RENEWAL APPLICATION AND THERE ARE CHANGES TO REPORT, PLEASE COMPLETE THE SECTIONS THAT RECENT CHANGES AFFECT, THEN PROCEED TO SECTION 8. BE SURE TO INCLUDE ANY REQUIRED DOCUMENTS FOR RENEWAL (AS NOTED IN SECTION 3) AND A COMPLETED USE TAX RETURN (must complete even if return amount is "0"). |

2. APPLICANT INFORMATION

| | |
|--------------------------|--------------------------------|
| APPLICANT NAME | BUSINESS CONTACT PERSON |
| BUSINESS MAILING ADDRESS | CITY, STATE, ZIP |
| EMERGENCY CONTACT PERSON | EMERGENCY CONTACT PHONE NUMBER |

3. BUSINESS TYPE AND FEE

Please select your business type(s) and provide any additional required information as noted. Applications that are submitted without all required information will not be processed.

_____ **RETAIL SALES:** Municipal Code Section 5.05. Must include a completed Use Tax Return. Must include copy of Colorado Sales Tax License/Application. Fees are as follows: New \$100.00, Renewal \$50.00

_____ **NON-RETAIL SALES:** Municipal Code Section 5.05. Must include a completed Use Tax Return. Fees are as follows: New \$50.00, Renewal \$35.00

_____ **HOME OCCUPATION:** Municipal Code Section 5.05. Must include a signed Home Occupation Agreement and a completed Use Tax Return. Fees are as follows: New \$25.00, Renewal \$25.00

_____ **HOTEL, MOTEL, BED AND BREAKFAST:** Municipal Code Section 5.06. Must include a completed Use Tax Return. Must include copy of Colorado Sales Tax License/Application. Must submit a 2% Lodging and Camping Tax return (see Municipal Code Section 3.24) by the 20th of every month following sales. Fees are as follows: **1-4 Units** New \$40.00, Renewal \$35.00, **5-10 Units** New \$45.00, Renewal \$40.00, **11-20 Units** New \$85.00, Renewal \$75.00 **21-30 Units** New \$105.00, Renewal \$85.00, **31-40 Units** New \$125.00, Renewal \$95.00, **41 or more Units** New \$145.00, Renewal \$105.00

_____ **MOBILE HOME PARK, RV PARK, CAMPGROUND:** Municipal Code Section 5.06. Must include a completed Use Tax Return. Fees are as follows: New \$300.00, Renewal \$200.00

_____ **RENTAL OCCUPATION:** Municipal Code Section 5.06. Must include a completed Use Tax Return. Fees are as follows: **1-4 Units** New \$40.00, Renewal \$35.00, **5-10 Units** New \$45.00, Renewal \$40.00, **11-20 Units** New \$85.00, Renewal \$75.00 **21-30 Units** New \$105.00, Renewal \$85.00, **31-40 Units** New \$125.00, Renewal \$95.00, **41 or more Units** New \$145.00, Renewal \$105.00

_____ **AUCTION HOUSE:** Municipal Code Section 5.08. Must include a completed Use Tax Return. Must include a corporate surety bond payable to the city in the penal sum of twenty thousand dollars signed by one or more sureties. Fees are as follows: New \$500.00, Renewal \$500.00

_____ **AUCTIONEER:** Municipal Code Section 5.08. Must include a completed Use Tax Return. Must include a corporate surety bond payable to the city in the penal sum of one thousand dollars signed by one or more sureties. Fees are as follows: New \$35.00, Renewal \$35.00

_____ **GOING OUT OF BUSINESS SALES:** Municipal Code Section 5.12. Must include a completed Use Tax Return. Must file with the finance director an inventory (please see Municipal Code Section 5.12 for further information and requirements) as part of the application for license. Fees are as follows: 30 Day Period \$50.00, 60 Day Period \$100.00, 90 Day Period \$150.00

_____ **TRANSIENT DEALERS:** Municipal Code Section 5.17. Must include a completed Use Tax Return. Fees are as follows: \$15.00 per day, maximum of 3 days.

_____ **PAWNBROKERS:** Municipal Code Section 5.24. Must include a completed Use Tax Return. Must include a bond, upon sureties approved by the city council, in the penal sum of ten thousand dollars (please see Municipal Code Section 5.24 for further information and requirements). Fees are as follows: New \$200.00, Renewal \$50.00

_____ **HORSEDRAWN VEHICLES:** Municipal Code Section 5.28. Must include a completed Use Tax Return. Must include proof of insurance (please see Municipal Code Section 5.28 for further information and requirements) and provide information on the vehicle or equipment to be used in the business and the route to be taken for such business. Must submit a 5% Excise Tax return (see Municipal Code Section 3.16) by the 20th of every month following sales. Fees are as follows: New \$100.00, Renewal \$50.00

_____ **TAXICABS:** Municipal Code Section 5.32. Must include a completed Use Tax Return. Must include a complete statement of the automotive equipment of the applicant (please see Municipal Code Section 5.32 for further information and requirements). Fees are as follows: New \$400.00, Renewal \$400.00

_____ **TOURIST DRIVERS/PRIVATE CAR DRIVERS:** Municipal Code Section 5.36. Must include a completed Use Tax Return. Must include the Public Utilities Commission (PUC) permit number under which the applicant will operate (please see Municipal Code Section 5.36 for further information and requirements). Must submit a 5% Excise Tax return (see Municipal Code Section 3.16) by the 20th of every month following sales. Fees are as follows: New \$50.00, Renewal \$35.00

_____ **MERCHANT PATROLS:** Municipal Code Section 5.44. Must include a completed Use Tax Return. Must include a good and sufficient bond on a corporate bonding company approved by the finance director in the sum of one thousand dollars payable to the city and to any person, firm or corporation who has been injured by any willful, wanton or dishonest act of the licensee or any of the employees of the licensee (please see Municipal Code Section 5.44 for further information and requirements). Fees are as follows: New \$100.00, Renewal \$50.00

_____ **ENTERTAINMENT AND AMUSEMENT:** Municipal Code Section 5.48. Must include a completed Use Tax Return. Must submit a 5% Excise Tax return (see Municipal Code Section 3.16) by the 20th of every month following sales. Fees are as follows: New \$200.00 plus \$20.00 for each additional amusement, Renewal \$150.00 plus \$15.00 for each additional amusement.

_____ **DANCING LIVE ENTERTAINMENT:** Municipal Code Section 5.52. Must include a completed Use Tax Return. Must submit a 5% Excise Tax return (see Municipal Code Section 3.16) by the 20th of every month following sales. Please review Municipal Code Section 5.52 for further information and requirements of application. Fees are as follows: New \$100.00, Renewal \$75.00

_____ **AMUSEMENT RIDES:** Municipal Code Section 5.56. Must include a completed Use Tax Return. Must submit a 5% Excise Tax return (see Municipal Code Section 3.16) by the 20th of every month following sales. Must include a statement fully disclosing the method of operation of the business, and the hours of operation (please see Municipal Code Section 5.56 for further information and requirements). Fees are as follows: New \$200.00 plus \$20.00 for each additional amusement, Renewal \$150.00 plus \$15.00 for each additional amusement.

_____ **RIFLE RANGES:** Municipal Code Section 5.60. Must include a completed Use Tax Return. Fees are as follows: New \$100.00, Renewal \$75.00

_____ **COIN-OPERATED AMUSEMENT DEVICE:** Municipal Code Section 5.64. Must include a completed Use Tax Return. Please see Municipal Code Section 5.64 for further information and requirements. Fees are as follows: New \$200.00 plus \$20.00 for each additional coin-operated device, Renewal \$100.00 plus \$12.00 for each additional coin-operated device.

_____ **PONY RIDES:** Municipal Code Section 5.68. Must include a completed Use Tax Return. Please see Municipal Code Section 5.68 for further information and requirements. Fees are as follows: New \$100.00, Renewal \$75.00

_____ **MASSAGE ESTABLISHMENT:** Municipal Code Section 5.72. Must include a completed Use Tax Return. Fees are as follows: New \$50.00, Renewal \$35.00

_____ **MASSAGE THERAPIST:** Municipal Code Section 5.72. Must include a completed Use Tax Return. Must provide a certificate from a massage therapy school stating that the applicant has completed a course of study in massage therapy consisting of not less than four hundred hours. Fees are as follows: New \$100.00, Renewal \$50.00

_____ **RESTAURANT:** Municipal Code Section 5.76. Application must be accompanied by a **CURRENT HEALTH INSPECTION REPORT** from El Paso County Health Department. Must include a completed Use Tax Return. Must include copy of Colorado Sales Tax License/Application. Fees are as follows: New \$100.00, Renewal \$50.00

_____ **SERVICE STATIONS:** Municipal Code Section 5.80. Must include a completed Use Tax Return. Fees are as follows: New \$100.00, Renewal \$50.00

4. OWNER INFORMATION

List names of Business Owners, Corporate Officers, partners or Members (attach page if necessary)

| | | | |
|-----------------------|-----------------|-----------------------|-----------------|
| OWNER NAME | | OWNER NAME | |
| OWNER STREET ADDRESS | | OWNER STREET ADDRESS | |
| OWNER MAILING ADDRESS | | OWNER MAILING ADDRESS | |
| CITY, STATE, ZIP | RESIDENCE PHONE | CITY, STATE, ZIP | RESIDENCE PHONE |

5. PREMISE INFORMATION

| | |
|---|--|
| PROPERTY OWNER | PROPERTY OWNER ADDRESS |
| HOW MANY OFF-STREET PARKING SPACES WILL YOU PROVIDE? | DO YOU PLAN NEW/ ADDITIONAL SIGNAGE OR CHANGES TO CURRENT SIGNAGE? |
| DID YOU PURCHASE AN EXISTING BUSINESS? | HAVE YOU CHANGED BUSINESS LOCATION? |
| IS BUSINESS LOCATION A RESIDENCE? | IS BUSINESS IN A COMMERCIAL BUILDING? |
| DOES THE PROPERTY HAVE ANY TYPE OF ALARM ? PLEASE DESCRIBE | KNOX BOX INFORMATION |
| WILL FLAMMABLES OR ANY HAZARDOUS MATERIALS BE USED? | WHO WILL MAINTAIN SIDEWALK TO INCLUDE SNOW REMOVAL? |

6. FIRE INSPECTION

All in City businesses are subject to inspection by the Fire Inspector. Applicant must obtain the Fire Inspector's signature prior to issuance of the business license. Please contact Larry Mitchell or James Buchanan at (719) 685-1444.

| | |
|---------------------------|------|
| Fire Inspector | Date |
| Fire Department Comments: | |
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7. PLANNING

All in City businesses are subject to review by the Planning Department. Applicant must obtain a Planning Official's signature prior to issuance of the business license. Please contact the City's Planning Department at (719) 685-4398.

| | |
|-------------------------------|------|
| Planning Official | Date |
| Planning Department Comments: | |
| <hr/> | |
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8. APPLICANT SIGNATURE

I declare under penalty of perjury in the second degree that the statements made in this application are true and complete to the best of my knowledge.

| | | |
|----------------------|-------|------|
| Authorized Signature | Title | Date |
|----------------------|-------|------|

When this form is completed and signed, please return, along with your completed Use Tax Return (even if amount is "0") to: City of Manitou Springs, 606 Manitou Avenue, Manitou Springs, CO 80829. For assistance call (719) 685-5481.

FOR OFFICE USE ONLY:

| | | | |
|-----------|--------------|---------|----------|
| FEE PAID | DATE PAID | FINANCE | PLANNING |
| LICENSE # | DATE ENTERED | POLICE | FIRE |